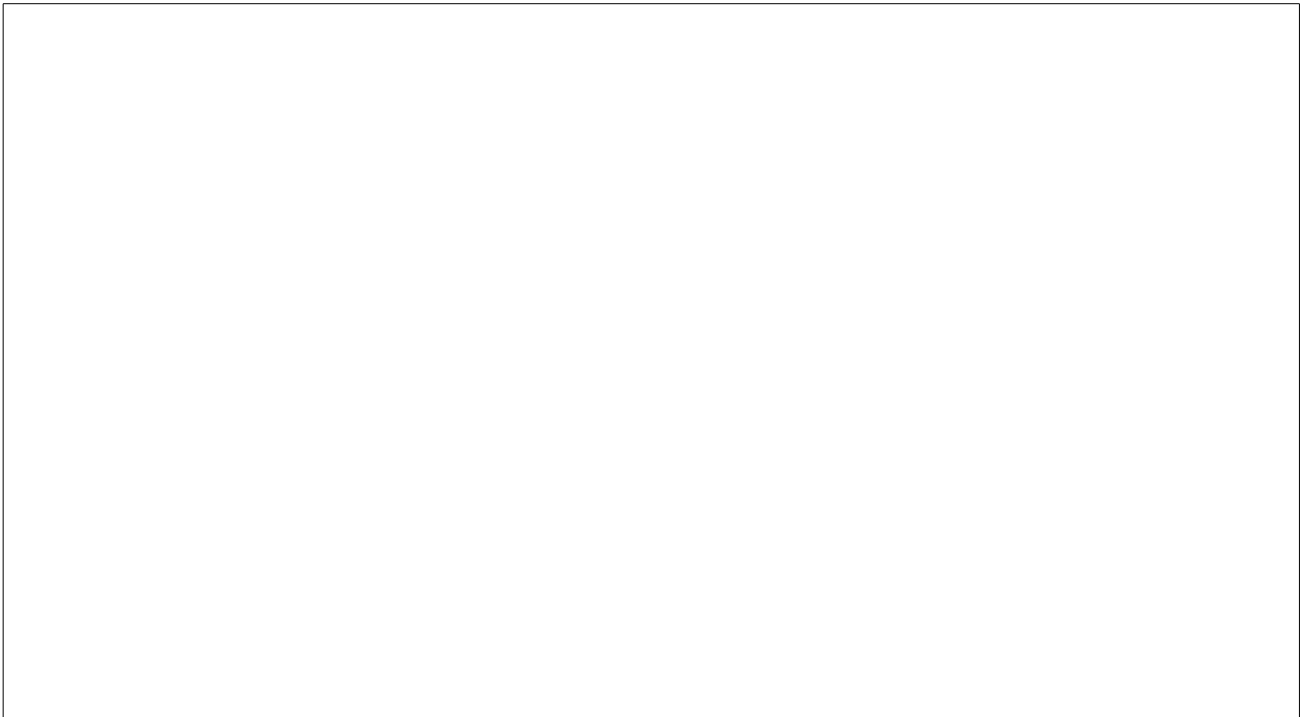


FSCONS Room Setup Cheat Sheet for ROOM _____

Sketch of original arrangement of chairs and tables:



Tables originally in room (number and kind): _____

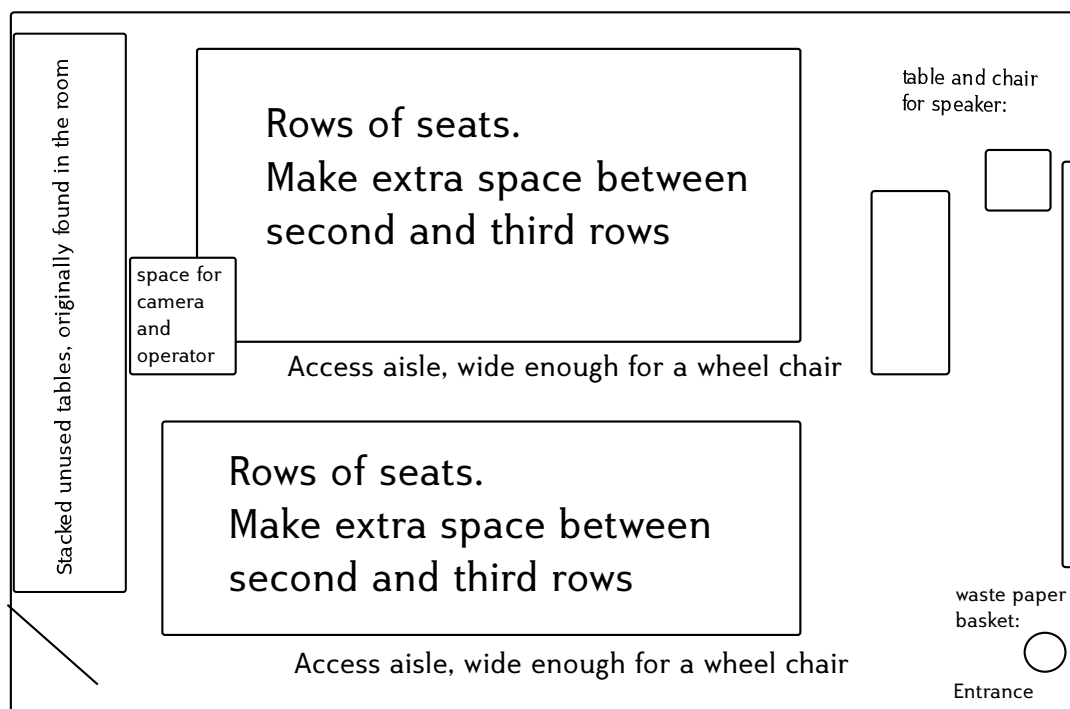
Chairs originally in room (number and kind): _____

Borrowed chairs (number, kind and origin): _____

Other notes: _____

FSCONS Room Setup Guidelines

- Before starting to re-arrange chairs, take note of the original arrangement of chairs, tables etc., as well as the number of chairs and tables, and their kind. Note these on a copy of the FSCONS Room Setup Cheat Sheet, which you should find on the back of these instructions. Also note the room number at the top of the sheet. If you think it necessary, take a photo of the original arrangement.
- Tables are usually stacked at the back of the room. Make sure not to block any fire exits. Be careful when handling the tables: even if they are not very heavy, it is best to be two persons when lifting.
- With the tables out of the way, arrange rows of seats keeping accessibility in mind. For this purpose, leave extra space between the *second* and *third* rows of seats. To get a feel for the distance needed, imagine that you want to get to your seat while using crutches.
- It is a good idea to make an aisle along the wall closest to the door, and another approximately along the middle of the room. These aisles should be wide enough to accommodate a wheel-chair.
- Space also needs to be made for the camera operator and camera at the back of the room. The operator will need a chair, and the camera will need enough space that people can get around it easily without tripping over the legs of the tripod. Coordinate this with someone from the tech team.
- Make sure there is a chair for the speaker, as well as somewhere for the speaker to put their computer, glass of water. Clean the white board and pull down the projector canvas.
- Put a waste paper basket near the exit, and make sure it is empty.
- Once the form room has been set up, take a photo of it and upload it to the wiki with a name containing the room number and the year. This is a backup, in case the original gets lost.
- Leave the filled-in sheet in the room, stuck in an unobtrusive corner of the white board with a magnet or some tape. This is because details sometimes need to be filled in, if adjustments (for instance bringing in more chairs) are made later. If you make such adjustments, take the time to take a new photo, and upload that to the wiki.
- Returning the room to its original setup is basically following these instructions in reverse.



Example of final room arrangement